

**CHARLESTON SOUTHERN UNIVERSITY
OFFICE OF THE REGISTRAR
MANUAL OF ACADEMIC POLICIES & PROCEDURES**

TITLE	NUMBER	PAGE	DATE OF INCEPTION
APPEAL FOR DISMISSAL FROM A PROGRAM	R-51	1 of 1	September 8, 1999

Purpose: To establish a procedure for students to follow in the event one is dismissed from an academic program, and he or she desires to appeal the action.

1. Within ten (10) days of receiving the dismissal letter, the student will request an interview with the professor who initially recommended the dismissal. This interview will occur within ten (10) days of the professor being contacted by the student. The student should explain why reconsideration should be given. The professor will explain the basis for the dismissal.
2. If dissatisfied, the student should submit a written statement to the departmental chairperson stating why she/he is dissatisfied and what changes the student feels would be fair and reasonable. The burden of proof lies upon the student to show an error or malfeasance has occurred. Within ten (10) days of receiving the written appeal, the department chairperson will notify, in writing both the professor and student of her/his decision. If the student fails to show reasonable cause for further investigation, the chairperson may deny the appeal without taking further action.
3. to whether a mistake or malfeasance may have occurred, the chairperson shall appoint, within ten (10) days, a committee of three faculty members whom he considers most nearly competent in the subject to adjudicate the matter. This committee will meet and issue a decision in writing to the department chairperson, professor, and student within ten (10) days. Both the professor and